

POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4 Employing Office Location Orlando, FL.	5 Duty Station Orlando, FL.	1 Agency Position No NL12724
Explanation (Show any positions replaced) Replaces: NL11420		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests	9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6 OPM Certification No 0414
10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12 Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13 Competitive Level Code 0414	
				14 Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Engineering Technician	GS	0802	04		
e. Recommended by Supervisor or Initiating Office						

16 Organizational Title of Position (If different from official title)

17 Name of Employee (If vacant, specify)

18 Department, Agency, or Establishment Department of the Army (DA)	c Third Subdivision Directorate for Engineering and Technology Development (E)
a First Subdivision Asst Secretary of the Army (Acquisition, Logistics & Technology)	d Fourth Subdivision
b Second Subdivision Program Executive Office (PEO)	e Fifth Subdivision

19 Employee review - This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

a Typed Name and Title of Immediate Supervisor

b Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Edwin A. Trier, Director, Eng and Tech Development

Signature Date

Signature Date

21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards

22 Position Classification Standards Used in Classifying/Grading Position
USOPMPCS for Engineering Technician Series, GS-0802, TS-19 August 1974, TS-80 June 1969

Typed Name and Title of Official Taking Action

James L. Laughlin, Colonel, GS, Chief of Staff

Signature Date
3 Oct 02

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks
Position is at the full performance level.
BUS: 7777

25 Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management

INTRODUCTION

Position is located in the Directorate for Engineering and Technology Development (E), Program Executive Office (PEO), Assistant Secretary of the Army (Acquisition, Logistics and Technology). The mission of the PEO is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations and simulators, instrumentation, targets and threat simulation. The commander centrally directs, coordinates, and supports the materiel development, acquisition and sustainment activities through the matrix organization and four Project Managers. These divisions perform technology-based management, concept formulation, acquisition management and technical contract management of simulations, simulators, training systems and instrumentation projects assigned to the PEO. The incumbent participates as a student employee in a temporary employment/work experience program. The position receives primary guidance pertinent to day-to-day activities, work assignments, and training being provided by other higher graded professional and technical personnel as appropriate. Supervisor explains objectives of assignments and assigns work commensurate with the nature of training prescribed in program requirements. Supervisor provides instructions and assistance on the application of new concepts or resolution of difficult problems encountered, and reviews work upon completion for compliance to instructions, accuracy and adequacy of assembled information, and soundness of conclusions.

The purpose of this position is to provide engineering services in support of programs supported by the Directorate for Engineering and Technology Development.

This position is not an acquisition position in the Systems Planning, Research, Development and Engineering Career Field.

MAJOR DUTIES

Participates as a student employee in a temporary employment/work experience program. The on-the-job experience involves the practical application of the principles, concepts, work processes, regulations, and reference material fundamental to the Engineering profession. Receives a variety of assignments of moderate difficulty in any of the divisions of the Directorate.

1. Participates in recurring orientations designed to familiarize the employee with the current status of projects being accomplished by the organization and to provide an understanding of their interrelationship with and/or impact on work being accomplished in the division to which assigned at the time.

30%

2. Typical work assignments include drafting work on design drawings for reports; performing computations relative to the foregoing, and for estimates; assisting on field visits, taking measurements or

making observations of instrumented conditions and recording same; writing technical reports or portions thereof; researching for and editing technical report material; assisting in the conduct of conferences and meetings; compiling data for management actions, including networks and input data for automatic data processing operations; and assisting in laboratory and field testing of materials.

70%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position

Knowledge of engineering or computer science principles, theories, and practices as would be typically acquired while working towards a bachelor's degree in engineering or computer science with sufficient course work in electronics, computers and/or software, that would enable the employee to enter a training program and successfully complete planned training courses and assignments.

Factor 2 - Supervisory Controls

Works under general supervision of the Division chief. Receives explicit guidance from higher-grade engineers who assign work with oral or written instructions covering work methods and time limitations. Completes work in accordance with established procedures, plans and specifications, and other appropriate guidelines. Supervisor or a higher-grade engineer is available for additional assistance when deviations are noted. Non-routine work is spot-checked in progress, and upon completion is reviewed for adequacy, accuracy, timeliness, and adherence to instruction.

Factor 3 - Guidelines

Guidelines include detailed technical manuals, directives and criteria that are directly applicable. The incumbent works in strict adherence to the guidelines, consulting supervisor or higher-grade engineers for authorization of any deviations.

Factor 4 - Complexity

Assignments consist of specific, although often unrelated tasks, designed to orient the trainee in the practical application of textbook theory as well as the basic principles and methodology of the work. Tasks assigned are often the routine and detailed work involved in assignments of higher graded engineers.

Factor 5 - Scope and Effect

The purpose of the work is to provide the employee with practical application of academic theory and basic principles. Tasks are

specific and limited, and are primarily for training purposes. Work supports the work of higher-grade engineers in the section.

Factor 6 - Personal Contacts

Contacts are primarily with higher-grade engineers within the section, and limited contacts with contractors.

Factor 7 - Purpose of Contacts

The purpose of the contacts is to gather and exchange information and to report on findings.

Factor 8 - Physical Demands

Work within the office is sedentary, however, walking, stooping, bending, carrying equipment may be required.

Factor 9 - Work Environment

Work is usually performed in an office setting.